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MEMORANDUM FOR: Chief, Plans and Policy Staff

13 February 1957

SUBJECT: Intelligence School Weekly Activities Report #7  
7 February through 13 February 1957

I. SIGNIFICANT ITEMS - None.

II. OTHER ACTIVITIES

25X1

a. OTR Orientation Officer

(1) On Monday, 11 February, the CIA Introduction program was conducted for [ ] people.

25X1

(2) One change is planned for the next Dependents' Briefings: [ ] will give a thirty-minute presentation on security instead of the previous fifteen-minute talk given by [ ]

25X1

25X1

(3) [ ] of the DDI's Office requested that a special orientation be given to three top university librarians who are consultants to OCR. The two-hour briefing was held on 7 February for [ ]

25X1

[ ] Dr. James Andrews, Mr. Walter Pforzheimer, and also attended the briefing.

25X1

(4) On Tuesday, 12 February, a special three-hour introduction to intelligence and CIA was presented as the opening phase of the Agents' Course conducted by the Office of Security. In addition to the [ ] students, [ ] monitored the program.

25X1

25X1

(5) At the request of [ ] C/JOTP, a briefing is being planned for the wives of JOT's. [ ] met with the Director of Security to discuss this proposal and other possible Headquarters briefings for selected dependents. The next step will probably be the sending of a formal request from the D/TR to the Director of Security.

25X1

b. Management Training

(1) Basic Supervision #27, GS 9-11, is now in its second week. The sessions to date have been marked by eagerness on the part of the students and a high degree of participation from most members of the group.

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(2) On 12 February [ ] attended a speech on Career Development given at the Training Officers Conference by Mr. John Macy of the Civil Service Commission.

c. Intelligence Training

25X1

(1) The Writing Workshop scheduled to begin on 25 February has been postponed to 11 March. Because of the large enrollment, the class will be split into two sections, one under [ ] and one under [ ]

25X1

25X1

(2) [ ] has spent the past week at 1717 H Street conducting OO/C Refresher #7.

d. Intelligence Orientation

25X1

(1) The first week of Intelligence Orientation #6 ended on Friday, 8 February. Mr. Thomas Karamessines, A/C, FI Staff, presented the lecture on Foreign Intelligence.

25X1

(2) [ ] visited [ ] on Wednesday and Thursday, 6 and 7 February. A review was made of available material and a number of lesson plans and lecture transcripts were sent to Headquarters for use in the special course for Office of Security personnel to be given in May 1957.

25X1

25X1

(3) [ ] met with [ ] and [ ] of the Office of Communications to discuss several suggestions arising from [ ] recent presentation of the Writing Workshop for Office of Communications personnel.

25X1

e. Administrative Training

(1) Operations Support #24 ended on 8 February.

25X1

(2) Administrative Procedures #71 began on 11 February with a first week's enrollment of [ ]

25X1

f. Reading Improvement

25X1

Reading Improvement Class #33 started on Monday, 11 February, with [ ] students enrolled. [ ] are from the DD/P and [ ] are from the DD/I.

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g. Clerical Training

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(1) During the week of 5 February there were [ ] people in Clerical Induction and [ ] people in Clerical Orientation.

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(2) The results of the official Agency tests administered by Clerical Induction to entrance-on-duty employees for the week of 4 February were as follows: Of [ ] people tested in shorthand, none qualified; of [ ] people tested in typewriting, [ ] qualified.

25X1

(3) Clerical Refresher #66 began on Monday, 11 February, with [ ] students enrolled. [ ] are from the DD/P, [ ] are from the DD/S, and [ ] are from the DD/I.

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h. Instructor Training

Nothing to report.

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i. Visual Aids Staff

25X1

The weekly activities report of VAS is attached.

III. PERSONNEL NOTES

[ ] will leave on 15 February for two weeks' military duty in Jacksonville, Florida, to be followed by two weeks' annual leave.

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[ ]  
Acting Chief, Intelligence School

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